

INSTRUCTIONS FOR GRADUATE SOCIAL WORK FIELD APPLICATION

All referrals for a field placement are to be made by your assigned Field Liaison. Students who contact or negotiate a field placement on their own will **NOT** be placed in the agency to which they have self-referred.

Field Placement Application Deadlines:

Students should submit Field applications during the following time periods, based on the semester they are planning to begin field:

FALL semester: February 15 - May 15 (**see exceptions below)

SPRING semester: July 15 - September 15

SUMMER semester: January 1 - February 15

****Students applying for a school social work placement or a placement with the VA Medical Center should submit their field applications no later than February 15th**

For students wanting to pursue a clinical placement, and for students living in Madison, Racine, Kenosha, and communities in central and northern Wisconsin, the earlier the application packet is submitted the better chance the student will have in being matched with their agency preference.

Students entering their last two semesters of field (821/822), and students who would like a clinical placement should turn in their field applications at the **beginning** of the application period corresponding to the semester that they will begin their placement.

Steps for Submitting Your Field Application:

Step One – Submit Application Part 1 & 2

Your Field Instruction Application is a formal document, similar to a resume or an application for employment. Pay careful attention to spelling, language and grammar!

- The Application documents can be accessed on the HBSSW Field Department website:
<https://uwm.edu/socialwelfare/mswpost-msw-field-program/>
- Carefully read the instructions and complete **Part 1 and Part 2** of the Field Application
 - Click “enable content” (PC users) or “enable macros” (Mac users) when **downloading the form to enable the fillable features**
 - Save them as two separate documents
 - Save files in the following format: *LastName_FirstName_Part1_Spring2019.doc*
- If applicable, complete the 721 exemption form (if you have already submitted this document to the Social Work Office, you do not need to resubmit it)
- Upload your completed documents to the Field Application Submission Page:
<https://uwm.edu/socialwelfare/msw-field-app-submission/>
- Check your **Panther email** for next steps from the Social Work Office
 - *All correspondence will be sent to your Panther email*

*If you are applying for a second MSW field placement, you must re-submit Part 1 and Part 2 for your second field application.

Step Two – Order a Background Check & Submit Background Forms

- All Field students must have completed a background check through CastleBranch, Inc. before the student/field agency matching process can proceed. The initial cost is \$45.00 paid online to CastleBranch.
- After the Social Work Office has processed your application, they will send you further instructions for ordering a background check*
** Please be aware that a student may be denied access to a placement based on the nature of past offenses.*
- Order your background check via the Social Work Office instructions for CastleBranch. Students must upload a Background Information Disclosure form & HBSSW Authorization form to the CastleBranch portal for their order to be complete. These forms will be available for download on the CastleBranch website.

Additional Information on the Field Placement Process:

1. You **should not** contact a Field Liaison to arrange an initial meeting to discuss your field interests and placement options until all components of your application have been processed by the Social Work Field Office. After processing your application, the Social Work Office will inform you of which Field Liaison you have been assigned to.
2. After being assigned a Field Liaison, you should contact them to schedule an appointment. Failure to schedule an appointment with your Liaison in a timely manner may result in a one-semester delay in obtaining your field practicum.
3. The Field Department staff welcomes suggestions you may have for the use of new agencies for field placements, however, **all** field placement referrals are to be initiated by your assigned **Field Liaison**.

Please be aware that your schedule availability for your practicum will have a direct correlation with the placement options available to you. Students who are only available in the evenings and weekends may have great difficulty in being matched with a field agency.

If you are registered with the Accessibility Resource Center (ARC) on campus, and are requesting accommodations for your field placement, **it is recommended that you share this information with your Field Liaison at your initial meeting** to ensure the best possible agency match for your practicum placement.

4. Following your meeting, your Field Liaison will begin exploring agency programs for your field practicum. You will be notified once an agency agrees to interview you and the Liaison will connect you with the Field Agency so that you can schedule the *pre-placement interview*. Part 1 of your Field Application will be forwarded to the agency Field Instructor by your Field Liaison.

***Note: You may work with multiple Field Liaisons in the placement process depending on your practice area of interest and other variables related to the placement matching process.

5. A field placement is not confirmed until after your agency interview is completed and approved by all parties (student, Field Liaison, and Field Instructor.) Please contact your Field Liaison following your interview, to clarify the outcome of the interview. **If you have interviewed with more than one agency, or worked with more than one Liaison, it is imperative that you contact each agency and each Liaison to communicate the final decision about your placement choice.** If you arrange an agency interview and then decide not to follow through with it, please contact the agency Field Instructor to inform them of your decision **well in advance** of the interview date.

IMPORTANT NOTICE:

You must be registered for your respective field course at the beginning of each semester and before you enter your first day of field practicum. A student whose registration has been cancelled (for non-payment of fees or for any other reason) will **not** be able to continue in their assigned field placement because they are not considered an agent of the University and therefore are not covered by malpractice insurance. A student who is removed from their field placement **may be required to drop their concurrent Methods course and may have to forfeit all field hours for that semester.**

Thank you for your attention to these important procedures. We look forward to working with you!